



# LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

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Ref.No:LIET/ENGLISH/BOS-3/MOM/2023/3

Date: 13 April 2023

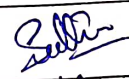
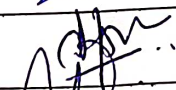
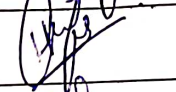
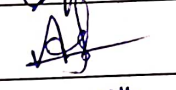
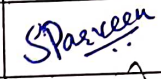
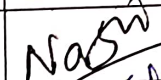
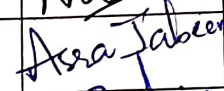
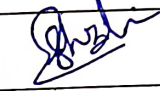
## DEPARTMENT OF ENGLISH

### MINUTES OF THE THIRD BOARD OF STUDIES MEETING

The Third Board of Studies Meeting of the Department of English was held on 13-04-2023 at 11:00 AM in TBI Conference Hall, Lords Institute of Engineering and Technology, Hyderabad (A).

#### Members Present:

DEPT: ENGLISH Department			
S. No.	Name & Designation of the of the BOS Member	Category	Signature
1.	Ms. Siddiqui Tahseen Fatima Associate Professor & HOD - Dept. of English, LIET	Chairperson	
2.	Dr.Y.L. Srinivas Professor & Chairperson-Board of Studies, Department of English, University College of Arts & Social Sciences, Osmania University, Hyderabad	External Member (University Nominee)	
3.	Dr. V. Anantha Lakshmi Professor and HOD Dept of English and BOS-Chairperson, Anurag University, Hyderabad, BOS-Member, SRIT, Ananthapuram, A.P.	External Member (Academic Expert)	
4.	Dr. M.G. Prasuna Professor & Former HOD, Department of Humanities and Social Sciences, BITS Pilani-Hyderabad Campus, Hyderabad, Telangana.	External Member (Academic Expert)	
5.	Mr.HasanZubair Director, Cognizant Technologies, Hyderabad	External Member (Industry Expert)	
6.	Mr. Shaik Liyaqath Project Manager - Planning & Execution Dept, Success HVAC Solutions. Hyderabad	External Member (Alumnus)	
7.	Ms. Reshma Bushra Ghouri Associate Professor of English, LIET	Internal Member	
8.	Dr. Wasim Ahmad Sheergojri Assistant Professor of English, LIET	Internal Member	
9.	Ms. Aliya Bawahab Assistant Professor of English, LIET	Internal Member	

	Name& Designation of the of the BOS Member	Category	Signature
10.	Ms. Sultana Begum Assistant Professor of English, LIET	Internal Member	
11.	Ms. Afshan Jabeen Assistant Professor of English, LIET	Internal Member	
12.	Ms. Humera Nafees Assistant Professor of English, LIET	Internal Member	
13.	Ms. Syeda Amathul Azeem Assistant Professor of English, LIET	Internal Member	
14.	Ms. Parveen Suraiya Assistant Professor of English, LIET	Internal Member	
15.	Ms. Nazia Sultana Assistant Professor of English, LIET	Internal Member	
16.	Ms. Asra Jabeen Assistant Professor of English, LIET	Internal Member	
17.	Ms. Sultan Shahezadi Assistant Professor of English, LIET	Internal Member	

The Meeting was conducted as per the schedule to discuss the agenda given below.

#### AGENDA:

1. Introduction of BOS Members to the faculty and vice versa
2. Confirmation of last BOS minutes of meeting held on 23-07-2022 at 1:30 pm
3. Action taken report on last BOS minutes held on 23-07-2022.
4. Discussion & Approval of Detailed Courses Syllabus of LR-23 B.E 1<sup>st</sup> Year  
Course Name: English for Professional Communication  
Course Name: Effective Communication Skills Lab
5. Discussion & Approval of Detailed Course Syllabus of LR-21 B.E 3rd & 4th Year  
Course Name: Technical Report Writing Lab  
Course Name: Research Writing Lab
6. Discussion & Approval of Detailed Courses Syllabus of LR-23 B.E 1<sup>st</sup> Year  
Course Name: Universal Human Values  
Course Name: Design Thinking Lab
7. Ratification of Question Paper Setters, Examiners & Evaluators of B.E
8. Suggestions on Innovative Teaching Learning Process, Evaluation, Research & Development and Extension Activities of English
9. Any other point with the permission of chair.

#### Item No. 1: Introduction of BOS Members to the faculty and vice versa.

**Deliberation:** BOS Chairperson English welcomed the members of the Board of Studies, Principal, Dean-I Year and other faculty members to the meeting followed by the discussion on the agenda mentioned above:

- BOS Chairperson introduced the BOS members to the respected Principal & Dean-I Year, LIET and the faculty members of the department introduced themselves to the honorable University Nominee, External Members, Member Industry and the Alumni.
- BOS Chairperson further presented the brief profile of the department.
- BOS Chairperson manifested the salient features, curriculum analysis, and LR-23 I-B.E and LR-21 VI & VII semester English courses syllabi to the members of the BOS.



**Resolution: Noted and Approved**

**Item No. 2:** Confirmation of last BOS minutes of meeting held on 23-07-2022 at 1:30 pm

**Deliberation:** BOS Chairperson Presented all the Minutes of the last meeting in the sight of all the members of BOS and the minutes were verified and approved.

**Resolution: Noted and Approved**

**Item No. 3:** Action taken report for the previous BOS minutes of meeting held on 23-07-2022.

**Deliberation:** BOS Chairperson presented the Action Plan taken up on Minutes of the last BOS meeting held on 23-07-2022 as mentioned in tabular column below.

S.No	Points Discussed	Action Plan Taken
1.	University Nominee suggested the following points: <ul style="list-style-type: none"><li>The course objective should justify the title. Hence, the title of the course should be changed.</li><li>The college is autonomous; it should frame its own syllabus.</li><li>Approved the syllabus.</li></ul>	All the Suggestions given by the university Nominee have been taken up to be included in the syllabus and bounded.
2.	External Member -1 suggested the following points: <ul style="list-style-type: none"><li>With "Business English" course title, same syllabus is mentioned twice for different branches in III and IV semesters. It can be mentioned as one. "Business English III/IV Sem".</li><li>Branches need not be mentioned and it can be allocated at institute level.</li><li>Approved the syllabus.</li></ul>	All the Suggestions given by External Member -1 have been taken up and small changes were made accordingly in the syllabus at required places.
3.	External Member-2 suggested the following points: <ul style="list-style-type: none"><li>For course objective, use business communication instead of technical communication.</li><li>Software to be used for Advanced Communication Skills for Professionals.</li><li>Approved the syllabus.</li></ul>	The suggestions of the external member-2 have been taken up and modifications were made accordingly in the syllabus and bounded.
4.	Corporate Sector nominee has suggested the following: <ul style="list-style-type: none"><li>For learning purpose, the syllabus is approved but for practical use the students must be introduced to communication modules for corporate stand so that they should summarize and construct simple sentences to face real challenges of corporate culture.</li></ul>	Following the developments required in the syllabus given by respected members, noted down in the required areas and modified accordingly and bounded.
5	Alumni was absent for the meeting	---

**Resolution: Noted and Approved**

① [Signature] ④ N.A. [Signature] ⑦ Rishi [Signature] ⑩ [Signature] ⑭ S. Parveen [Signature]  
② [Signature] ⑤ [Signature] ⑧ [Signature] ⑪ [Signature] ⑮ [Signature]  
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**Item No. 4:** Discussion and Approval of detailed course syllabus of LR23 B. E- I year  
Course Name: English for Professional Communication  
Course Name: Effective Communication Skills Lab

**Deliberation:** The Chairperson-BOS presented detailed syllabi of "English for Professional Communication [Theory] & Effective Communication Skills Lab" for B. E- I year of LR23 Regulations, after elaborate discussion, BOS members suggested the following points:

- University Nominee suggested that the course objectives and course outcomes should be matched for all the courses
- TED Talks can be used to improve listening Skills for ECS Lab
- Subject Expert-1 suggested that for blog writing online references must be included
- Subject Expert-2 suggested to include latest edition of reference books and from reputed publishers.
- Member – Industry expert suggested that focus must be on writing skills.

**Resolution:**

The Members after thorough discussion, approved the Syllabi of "English for Professional Communication [Theory] & Effective Communication Skills Lab"

The detailed approved syllabi of "English for Professional Communication [Theory] & Effective Communication Skills Lab" are given in Annexure-I & II.

**Noted and Approved**

**Item No. 5:** Discussion and Approval of detailed course syllabus of LR 21 B. E- III & IV year  
Course Name: Technical Report Writing Lab  
Course Name: Research Writing Lab

**Deliberation:** The Chairperson of BOS presented the detailed Syllabi of "Technical Report Writing Lab & Research Writing Lab" of LR- 21 Regulations and after elaborate discussion, BOS Members suggested the following points:

- University Nominee suggested to reorganize the syllabus of Technical Report Writing Lab & Research Writing Lab
- He also suggested that the content of the syllabi of VI & VII semester must be logically coherent and sample research writing by the students must be included in the syllabus
- Subject Expert-1 suggested to make students write their own report such as feasibility change the title of "Research Writing Lab" to "Research Paper Writing Lab".
- Subject Expert -2 suggested to make students practice some other reports such as Scientific report and Laboratory report.
- Member Industry Expert suggested that students should also use Chat GPT as part of report writing and analyze their writing

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④ *M.A. [Signature]*

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⑱ *Asra Tabeen*



**Resolution:**

The Members after thorough discussion, approved the Syllabi of "Technical Report Writing & Research Writing Lab"

The detailed approved syllabi of "Technical Report Writing & Research Writing Lab" are given in Annexure – III & IV.

**Noted and Approved**

**Item No. 6:** Discussion and Approval of detailed course syllabus of LR 23 B.E.  
Course Name: Universal Human Values [Theory]  
Course Name: Design Thinking Lab

**Deliberation:** The Chairperson-BOS presented detailed syllabi of "Universal Human Values [Theory] & Design Thinking Lab" B.E. of LR23 Regulation, after elaborate discussion, BOS members suggested the following points:

- University Nominee suggested that "Universal Human Values" is a highly Metaphysical concept and should be dealt by an expert in that area.
- Subject Expert-1 opined that they are not an English department subjects.
- Subject Expert-2 suggested that core department faculty should also take few topics from the syllabus of Design Thinking Lab and guest lecture must be arranged for proper dissemination of few topics.

**Resolution:**

The Members after thorough discussion approved the Syllabi of "Universal Human Values [Theory] & Design Thinking Lab".

The detailed approved syllabi of "Universal Human Values [Theory] & Design Thinking Lab" are given in Annexure-V & VI.

**Noted and Approved**

**Item No. 7:** Approval & Ratification of Question paper Setters, Examiners & Evaluators of B.E I, II, III & IV Semesters of LR-21 & LR-23

**Deliberation:** The Chairperson of BoS Presented the List of Question paper Setters, Examiners & Evaluators of B.E I, II, III & IV Semesters [English department related courses] of LR-21 & LR-23 and after elaborated discussion, BoS Members approved the same.

**Resolution:** All Members have approved and ratified the same, and it is given in Annexure – VII

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## Noted and Approved

**Item No.8:** Suggestions on Innovative teaching learning process, Evaluation, Research and development of English language

**Deliberation:** BOS members suggested on Innovative teaching learning process, Evaluation, Research and Development of English Department and suggested to conduct FDPs, Awareness programs to publish research articles in Web of Science and Scopus Indexed Journals . etc.

### Resolution: Noted and Approved

Dean-I Year honored the suggestions given by the BOS members and thanked all the members for accepting the invitation and attending the meeting and concluded the meeting.

BOS Chairperson thanked all the members for the suggestions towards improvement. BOS Chairperson conveyed vote of thanks to all the BOS members for spending their valuable time in reviewing the course structures & syllabi. He also thanked all the Deans and HODs of other departments, faculty members for their support in designing the course structures of UG. She also thanked the Principal and the Management for continuous guidance, encouragement and support.

The meeting was concluded with the approval of University Nominee and consensus of all BOS Members.

Prof. Siddiqui Tahseen Fatima  
Chairperson – Board of Studies  
Department of English  
Lords Institute of Engineering and Technology [A]

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|   | ⑨ | ⑭ | ⑮ |